



FINAL Meeting Minutes
Monday, March 30, 2020
5:15PM –7:45PM
Remote/Virtual Meeting
Meeting No. 20.03
Prepared by Christy McKenzie

Members Present:

Charles Kelly (Chair), Isabell Hubert Lyall (Vice Chair), Bob Macklon, Bryan Shepherd, William Agbakoba, Jarret Esslinger, Mudasser Seraj, Giselle General, Jorge Arango

Regrets: Philip Reid, Ngoan Do, Steve Bradshaw (President, ATU 569)

Guests:

n/a

ETS & City of Edmonton Staff:

Marc Lachance, ETS Staff Liaison
 Councillor Andrew Knack, ETSAB Council Advisor
 Christy McKenzie, ETSAB and ETS Administrative Assistant

Materials & Attachments:

- Meeting Agenda & Draft Meeting Minutes
- ETS Branch Manager Memo to Members in lieu of Branch Highlights Report
- Draft ETSAB 2019-2020 Annual Activity Report

CALL TO ORDER 5:30 PM

AGENDA REVIEW

DECISION

MOVED: by I. Hubert Lyall to approve the March 30th, 2020 agenda.

CARRIED

APPROVAL OF PREVIOUS MEETING MINUTES

DECISION

MOVED: by B. Macklon to approve the February 24th, 2020 minutes.

CARRIED

FOR APPROVAL

DECISION

Draft ETSAB 2019-2020 Annual Activity Report

C. Kelly

- Charlie presented the draft ETSAB 2019-2020 Annual Activity Report for review and feedback.
- Handover plan for liaison roles from members ending their term was discussed.
- The report (CR_8077) was due to be presented to Council April 22nd, but this has been postponed and the new date is still to be determined.

MOVED: by G. General to approve the Draft 2019-2020 Annual Activity Report.

CARRIED

NEW BUSINESS	INFORMATION
Recruitment Update	C. Kelly
<ul style="list-style-type: none"> Charlie provided an update on the status of recruitment for five new Board members. There were 18 total applications for the positions available and eight were female, which is a more even ratio of male/female applications than in past years. Nine candidates were short-listed, and although Chair Interview Reports and Candidate interviews have been postponed from March 17th, the Office of the Clerk has indicated that they will be rescheduled for April or May. 	
Debrief February 25th presentation to UPC- ETSAB Report	C. Kelly & G. General
<ul style="list-style-type: none"> On February 25th Charlie and Giselle presented the ETS' Marketing Strategy Sub-Committee's report to the Urban Planning Committee. The report highlighted considerations for additional communications with the public when implementing large scale changes such as the upcoming Bus Network Redesign. It was received for information. The presentation was followed by a presentation by ETS on their report related to further information on First/Last KM solutions for the Bus Network Redesign, and Charlie spoke to the report on behalf of the Board. Giselle and Jorge encouraged all Board members to lead and present reports to Council and also attend meetings to observe. They noted this as a very valuable opportunity for members. 	
Bi-Annual Luncheon with Councillors	C. Kelly
<ul style="list-style-type: none"> Charlie noted that the Bi-Annual Luncheon which usually takes place in spring with informal discussion around the past year's activity and the new terms work plan, has been postponed. Charlie suggested to members that it may be arranged after the new members join the Board in May or June, so that they may attend and can have the opportunity to be introduced to Council members. 	

SUB-COMMITTEE UPDATES	INFORMATION
Safety and Security	G. General
<ul style="list-style-type: none"> A letter was drafted at the latest sub-committee meeting, and may be ready in time for approval by the Board at the April General Meeting. 	
Vulnerable Users and Transit	C. Kelly
<ul style="list-style-type: none"> Members are actively researching and engaging with citizens and groups in other cities, such as the York Region in Ontario, and Regina, Saskatchewan relevant to the sub-committee terms of reference. The next meeting is scheduled for April 16th. 	
Standing Item Updates	I. Hubert Lyall
<ul style="list-style-type: none"> Isabell highlighted the service reduction to ETS Route 747. The service is available for commuters for work at the airport and the outlet mall, but not for the members of the public who are travelling to and from the airport for flights. Isabell noted that this was a good way to minimize exposure while keeping the service available for workers. 	

INFORMATION SECTION	INFORMATION
ETS Branch Highlights Report	M. Lachance
<ul style="list-style-type: none"> The ETS Branch Update was provided in the form of a memo from Eddie to members, in lieu of a Branch Highlights report. 	
Liaison Updates – DAG/EAC/AAC/ATU569	C. Kelly
<ul style="list-style-type: none"> No updates at this time. 	
Councillor Emerging Updates	Clr. A. Knack
<ul style="list-style-type: none"> Councillor Knack highlighted as emerging issues his involvement in the Emergency Advisory Committee, and confirmed that although Committees of Council are postponed for now, Council is still meeting every two weeks. A meeting was held March 30th and included announcement of 	

temporary lay-offs for staff in Community Services and the Edmonton Public Library.

TOPICS OF THE NIGHT	DECISION
	I. Hubert Lyall
Topics selected to highlight: <ul style="list-style-type: none">• The Board approved its 2019/2020 term Activity Report.• The Board successfully held its first fully remote Board meeting, due to current closure of City Hall to the public.	

MOTION TO APPROVE MINUTES OF THIS MEETING	DECISION
MOVED: by B. Macklon on April 27 th , 2020 to approve these March 30 th , 2020 minutes. <u>CARRIED</u>	

CHAIR SIGN-OFF  DocuSigned by:
Charles Kelly
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